MARCH 2014

St. Patrick's Day will be here before we know it – don't forget to wear some green!

Each month I notice different things as the reports come in.

This month we'll look at two things:

- Transfer entries
- Outstanding Check Report

Transfer Entries

- Be sure to make two entries in the Transfers Account.
    - Deposit entry for total transfer amount
    - Payment entry for total transfer amount
- Be careful to clear both entries. If you leave one uncleared, it will affect your account balance. The transfer account balance should always be zero.

Outstanding Check Report

This report is supposed to help you. It should provide one thing – the amount of outstanding payments at the end of the previous month.   There should not be cleared entries on this report. The transfer entries should not be on this report. When I look at your OS report – it should match the amount you've entered on your 401 report, line 3.

That being said – if it does not do all the above – it is a set-up problem. To fix it, you simply open your Quicken – and pull up your OS report (Remember to start with your beginning month, or at least start with January of the previous year, through the last day of the previous month. Year to date will not work, because it will pull in the month you are currently in.)

Your OS report is open and it should look like this:

(Notice there is nothing on this report but uncleared payments. PCard entries made before they clear will also appear with OTH in the Num column.)

To correct format, click on the Customize button (see blue arrow above).

And select the Advanced tab – shown below.
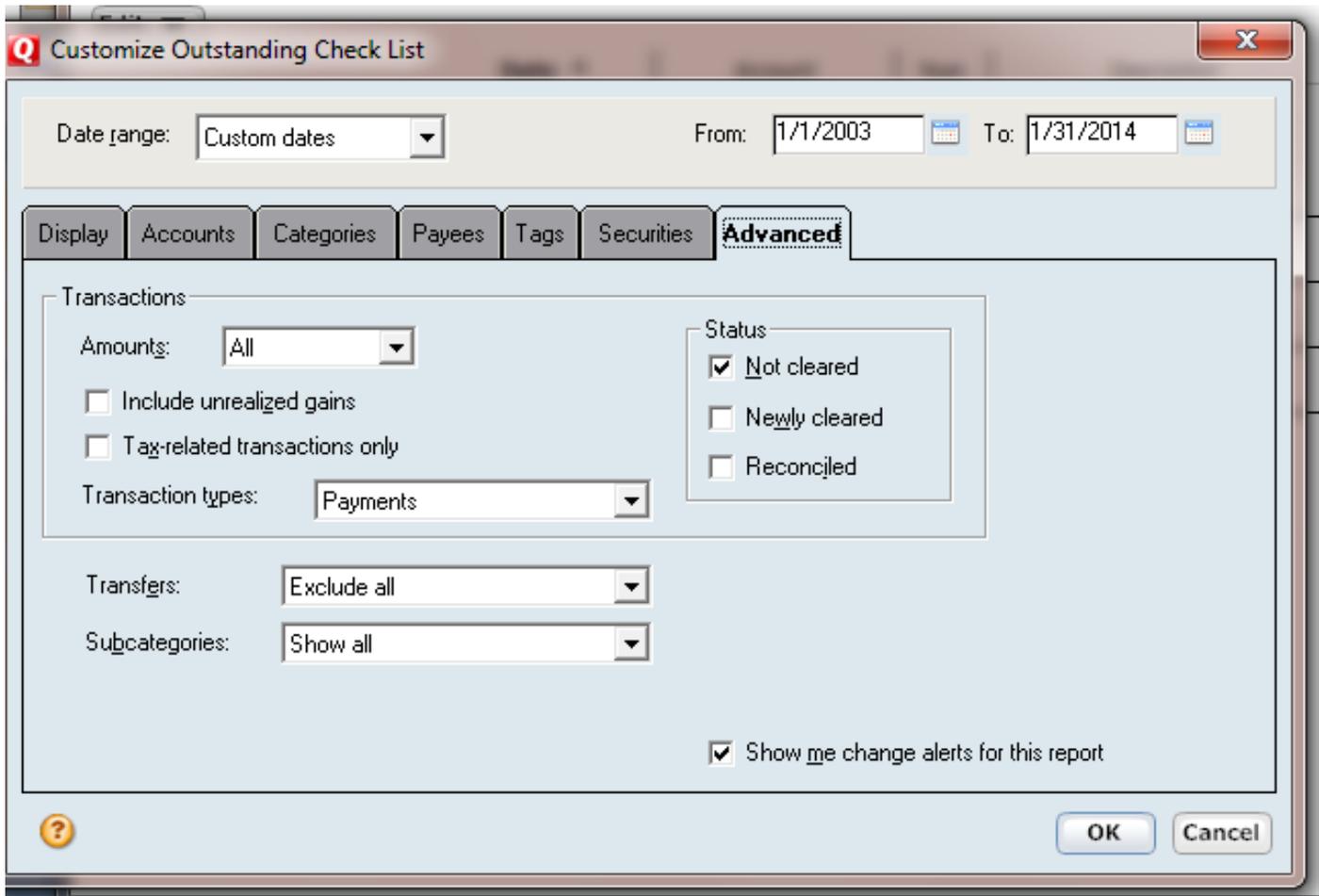
Your advanced tab should look just like this one:

Amounts: All
Transaction types: Payments
Transfers: Exclude all
Subcategories: Show all

Status: Not cleared

Then click OK.

Hopefully, this will correct your report and each month – you can simply run your report, print and use to fill out your 401 report.

2 more reminders: It is the **OS** report. Year comes before month: 44241402OS

Happy March!

Belinda